



MFR Admin Conference

MSgt Janneau

**Marine Forces Reserve
Finance Office
2000 Opelousas Ave
New Orleans, LA 70146**



Military Pay

★ **NAVMC 11116 Completion** – Credit and checkages on quads are not being properly annotated.

-A credit or checkage is a payday adjustment and a special payment is a special payment.

-Ensure that the correct block is checked on 11116.



Military Pay

★ **Special Payment Requests** cannot be paid unless the entitlement is already reported in MCTFS.

-Do not submit a quad for Adv BAH when the member does not have BAH reported in MCTFS.



Military Pay

★ **Supporting Documentation**

- must be included with special payments

i.e. Statement of Understanding
 Leases
 Orders, etc. (APSM)



Military Pay

★ Elapsed Time Adjustments

-BAH Adjustments are made with the ET

**-Command should not submit a 11116
*unless the ET has been reported**

**Travel Claims need to be settled before
11116 is submitted.**



Military Pay

★WCS generated in 45 days if mbr has failed to submit a travel claim.

- Mbr will receive 1 travel day and everything else charged as leave.**
- PCS advances will be checked**
- Member will be in a delayed checkage status**

Travel claim must be submitted to correct these entries



Separations

★ **NAVMC 11060 Completion** – All NAVMC 11060s must be completed. i.e. – LWAS, LSL

★ **LWAS Orders** must be included with Separation package when LWAS is taken. The orders must coincide with the NAVMC 11060 information.

★ **PDMRA** must be annotated or it will be charged as LWAS.



Separations

- ★ **DD214/215** - All 11060s must include the DD214/215 control number if mbrs are entitled to Seps/Disability pay.
- ★ **DD214/215** - All 8 copies of DD214 must accompany the 11060. If the DD215 is applicable, then all 8 copies of the DD215 and 1 copy of the DD214 must be included.



DTMS Submission Auth

★ **ONLY a Commander** can sign and submit a document for pay and allowances. By Direction Authority may **ONLY** be granted to **commissioned officers, warrant officers, and civilian employees (GS-7s and above).**

★ NOTE: Delegation of auth may not be delegated to enlisted personnel. (APSM Ch8)

★ SSats GvSats MSats 1stSats are



Appropriation Data

- **2010 HQMC White Letter mandating that all funding be obligated and validated prior to any payment being made.**
- **Interface issue with MROWS and SABRS information is being loaded, but falling out. HQMC is working on issue.**
- **Fiscal Year 2007 officially closed out**
- **Fiscal Year 2013 waiting on budget or continuing resolution**



TDY POV

~~Advantageous?~~

JFTR Chapter 4 Part K:11

- **POV compared to CTO issued Travel**
- **Constructed cab from PLEAD to servicing terminal**
- **Constructed cab from TDY Site Servicing Terminal to TDY Site**
- **CTO Fee added once for round trip**
- **If POV is mission essential then reference specific reason from JFTR**



Commuting Distance

JFTR Chapter 2 Part L

- **Where does the local populace commute from?**
- **Lists separate cities, towns, or installations that are traveled during normal workday.**
- **Must be established in a written directive by senior commander of installation**
- **CANNOT BE DEFINED BY AN ARBITRARY DISTANCE (Comp Gen 397**



Annual Training

JFTR Chapter 7 Part G

- **Govt Qtrs/Mess available = No Per Diem**
- **Govt Qtrs when required to be utilized at cost are reimbursed as a surcharge**
- **PME School can be utilized to fulfill Annual Training requirement, but does not alter entitlements**



Deployed Per Diem

Travel Advisory Notice (TAN) 06-03

- **ADOS Contingency/Mobilized Reservists must have DMR/GMR reported via Unit Diary.**
- **Cannot receive deployed per diem while receiving travel per diem.**
- **Starts the date after arrival**
- **Ends the date prior to departure**
- **Finance will only adjust per diem if Marine is no longer on active duty/orders**



Travel Days

JFTR Chapter 4 Part B: U4102.G and O

- **Group Travel No Longer Exists**
- **Member's Traveling Together**
- **No Reimbursement = 3 meals were issued to traveler and no out of pocket expenses**
- **Limited Reimbursement = 1 or 2 meals provided on travel days traveler would have out of pocket expenses (must claim individual meals to be reimbursed).**



CTO Requirements

JFTR Chapter 3 Part A

- **Mandatory that travelers arrange ALL arrangements via CTO**
- **If CTO is not available then DTMO must be contacted to be reimbursed personally arranged travel**
- **Prudent Traveler exercise same cost effective decisions as if arranging personal travel.**
- **GSA City Pairs for all flights**



GTCC Use and Split Pay

DODFMR Volume 9 Chapter 3

- **Orders are required to identify traveler as GTCC Holder/Frequent Traveler**
- **GTCC Holder mandated to utilize GTCC for all official travel.**
- **Finance will mandatory split Lodging, Airfare, Transportation Costs**
- **Only CO/Higher can exempt traveler from required use. Must reference paragraph 030605**



Airport Parking

JFTR Chapter 4 Part K U4925.B

- **Limited to Round Trip Taxicab
(Finance conducted national
average)**
- **Only exception is if Original TDY is
extended beyond original dates.
MROWS orders will show dates
changed after travel was executed.**

**15 miles to/from AP = \$72.46 RT
Taxi**



Foreign Currency Charges

DODFMR Volume 9 Chapter 8

- **Traveler is required to provide conversion rate for foreign purchase to US Dollars**
1 USD = 0.79123 EUR
- **Finance will accept GTCC Statement; however, traveler writing on receipt helps expedite settling process**



Receipts

Travel Advisory Notice (TAN) 08-11

- **Receipts must show proof of payment or zero balance. Cannot be estimated costs or expressed check-out**
- **Lodging Receipts must be itemized**
- **Rental Car will not be pro-rated by months**
- **Lost receipt statement must include all the same information as actual receipts.**



Inactive Duty Travel HTC and Alternate Sites

JFTR Chapter 7 Part G U7152 and U7160

- **Alternate site travel is limited from assigned HTC/RTC to TDY and return. Ravanel will issue ticket without doing cost comparison**
- **Mission Critical Personnel are required to have signed letter from MSC G-1. Required for payment on or after 09.01.12 (DTS)**



DTMS - Travel Definitions

- **Forward to Disbursing Travel** - Awaiting travel certifier to screen claim and forward for processing
 - **Assigned to Preparer** - Traveler's Information is being downloaded from MCTFS to IATS (Travel System)
 - **Ready to Package** - Claim is being blocked in IATS
 - **Document Created: Claim is now packaged in DTMS**
- ** From this point you will follow the “travel package” vice the traveler ****
- **Forward for Review** - Claim awaiting clerk to grab package



DTMS - Travel Definitions

- **Claim is Locked By - Travel Clerk is processing claim**
 - **Forward for Certification - Claim has been worked up and awaiting audit and assigned to Productions SNCOIC for Audit**
 - **Awaiting Travel Certifier Action - Block is being audited**
 - **Rejected to Reviewer - Clerk did not compute entitlements correctly and auditor has returned for corrections**
- ** This process may happen several times until comps are correct****



DTMS - Travel

Definitions

- **Forward for Payment - Claim is awaiting next business run**
 - ** Business run is normally conducted at 1315 Daily ****
- **Awaiting Travel Payment Processing - Claim has been processed by Fiscal and Uploaded to Camp Pendleton**
- **DOV/EDA Processing Executed - Claim has been paid and being uploaded to EDA**
- **Document Closed - Claim is confirmed as resident in EDA**



Contact Information

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QUESTIONS?